



St Mark's

CE Primary

School

# Lockdown Procedures

Policy Statement and Guidelines

Policy Date: March 2018

Review Date: March 2019



As a RRSA school, all stakeholders have 'the right to be safe'. The aim of our school is to create an atmosphere of carefulness and positive risk assessment both in and out of school; this is for all users of the school, children, staff, parents and the community. All staff must be aware of Safe Working Practices in the curriculum and children taught about how to consider and carry out risk assessments in their day to day activities in school.

### *St Mark's C of E Primacy School*

#### ***LOCKDOWN PROCEDURES***

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident that has the potential to pose a threat to the safety of staff and pupils in the school. This procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

A lockdown may be deemed the most appropriate course of action if an emergency situation occurs outside the school grounds and which renders an evacuation unsafe. Staff and pupils would be expected to stay in a safe area inside until advised otherwise by the emergency services.

The signal for a lockdown should be clearly distinguishable to that of an evacuation. Any confusion may result in pupils and staff congregating at an assembly point, thus potentially making them more vulnerable to an intruder.

Lockdown may be instigated for a number of reasons including;

- A reported incident/civil disturbance in the local community that has the potential to pose a risk to staff and pupils.
- An intruder on the site
- A warning that has been received re e.g air pollution
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog who is roaming loose

The lockdown signal is the wet play bell, it will be rung three times and a call made to Year R, the modulars and paintpots.

Upon hearing the lockdown signal staff should secure their classrooms/rooms and tell children to get under the tables away from the door or windows. Strict silence must be observed and all lights turned off. If applicable, blinds should be drawn. Door should be secured by either locking with the barrel key, or blocking the door with furniture.

Office staff, the Head and Deputy should move into the Head of Operations office and lock themselves in, other staff should move to a classroom if they are unable to lock themselves into their respective rooms. If any staff are moving around the school they should go to the nearest classroom. Children in the toilets should be taught to go to the nearest classroom.

Any visitors should be looked after by who they are visiting and advised they cannot leave until the all clear has been advised.

Children in the medical room will remain with the office team and go to the Head of Operations office.

A member of the senior team will dial 999 to alert the emergency services and also call the site manager.

If pupils are outside when the signal for a lockdown is sent a call will be made to the school mobile, they should then enter the nearest building. If staff on the field perceive there is a risk they should try and quickly leave the field and go to the nearest building and ask the teacher in that building to send the lockdown signal or call the school office.

When the lockdown is over the all clear will be sounded which is the wet play bell with one continuous ring, calls will be made in line with advising a lockdown is in progress.

If there is a bomb threat, a message of code B will be sent to our classes and evacuation of buildings should take place immediately. It is the responsibility of classroom staff to know the planned route from their classroom. Once all children and staff have been accounted for, the Headteacher or Deputy Headteacher will make the decision to evacuate to Freemantle United Reform Church in Shirley Road, Shirley, Southampton and remain there until further advice is given.

Parents will be made aware of our lockdown procedure and advised that we will be performing a test. They should also be advised that if they hear that we have had to instigate the lockdown procedure parents should not come to the school, telephone us as this could put our children at risk or prevent us communicating with the emergency services. Following a lockdown parents will be advised that it happened and why.